

*Christ United Methodist Church*  
**Job Description For**  
**Director of Children's and Handbell Choirs**

**GENERAL DUTIES**

1. The Director of Children's and Handbell Choirs serves the Christ United Methodist Church, 1140 Claremont Ave, Ashland, Ohio 44805.
2. While working closely and cooperatively with the Pastor and the Music Director, the Director of Children's and Handbell Choirs is ultimately accountable to the Staff-Parish Relations Committee of said church.
3. The Director of Children's and Handbell Choirs represents both the Pastor and the church during all working hours.

**SPECIFIC DUTIES**

1. The primary duty is to lead and equip children and youth to praise God through the offering of vocal and bell music in our worship services.
2. To coordinate the Children's music program with the Music Director and Pastor attending to the appropriateness of the music for the liturgical season and worship service theme.
3. To help plan and lead our VBS/Choir Camp program the week prior to School starting, usually in August.
4. To schedule and lead rehearsals which prepare the children for a musical offering during our Sunday morning worship services.
5. To direct the choirs during Sunday morning worship services.
6. To coordinate and equip the children to lead a Sunday afternoon Worship service at our local nursing homes about 6-8 times a year. (Our congregation is responsible for a monthly worship service at 2:15 p.m. on the third Sunday of the Month alternating between Brethren Care and Kingston.)
7. To recruit children for the participation in our children's music ministries.
8. To recruit accompanists for the choirs as needed.
9. To communicate with children and their families through the bulletin, newsletter, fliers, email & phone calls, abiding by the respective deadlines for our publications.
10. To oversee the organization, filing, and purchasing of music for the choirs.
11. To administer the budget line items of our church for these specific ministries.

**As Children's Vocal Choir Director**

1. To direct our Children's choirs (grades k-6). Rehearsals have traditionally been on Wednesdays during the school year. They sing the last Sunday of the month with some scheduling exceptions.
2. To direct the children in a musical during worship near the end of the school year.

**As Bell Choirs Director**

1. To direct two bell choirs (Grades 2-7; & 8-Adult, these ranges being adjustable in consultation with the Director of Music and the Pastor). Rehearsals have traditionally been on Wednesdays during the school year. The children's bell choir rings on the last Sunday of the month and the youth/adult bell choir rings on the second Sunday of the month. There are of course some occasional exceptions to this schedule.
2. Oversee the care and maintenance of the bells.

### **EXPECTATIONS**

1. The Director of Children's and Handbell Choirs is expected to carry out all duties with courtesy, friendliness, and professionalism.
2. The Director of Children's and Handbell Choirs is expected to participate in an annual evaluation process.
3. Confidentiality is to be honored and maintained at all times.

### **WORKING HOURS**

1. The position is a part-time, salaried job (approximately 10 hours/week) with the work schedule being defined by the programs and responsibilities of the position. (Weekly rehearsals-3 hours; planning and preparation for rehearsals-5 hours; worship services twice monthly-2 hours; other occasional events i.e. Nursing Home Worship, choir parties.)
2. The Director of Children's and Handbell Choirs is responsible for keeping his or her own hours throughout the year as duties and responsibilities require.

### **COMPENSATION**

1. The salary will be paid twice a month for twelve months, as per annual budget.
2. The Director of Children's and Handbell Choirs shall receive reimbursement for continuing education as provided for in the church budget.
3. The Director of Children's and Handbell Choirs receives Workers Compensation benefits.
4. Paid sick-leave is offered according to the attached policy.
5. Paid vacation is offered according to the attached policy.
6. Additional time off without pay may be allowed, if cleared with the pastor and the Staff-Parish Relations Committee.

Attach Vacation Policy  
Attach Sick Leave Policy